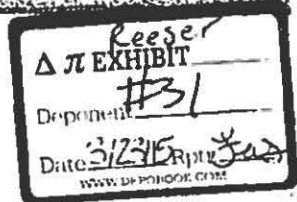


Defendant's Trial Exhibit 126

TEAM MEETING

12/13/11

phone. 1 or per 10-11-11



| | | | |
|---|---|----------------------------|----------------------------|
| ✓ | ✓ | Euna Bork | Emmott |
| ✓ | ✓ | Maria Anger | M. Anger |
| ✓ | ✓ | Lucan Hajar | Lucan Hajar |
| ✓ | ✓ | Martha Wischhart | Martha Wischhart |
| ✓ | ✓ | Alan Motes | Alan Motes |
| ✓ | ✓ | John Rosch | John Rosch |
| ✓ | ✓ | John Rosch | John Rosch |
| ✓ | ✓ | Beriah Pulliole | Beriah Pulliole |
| ✓ | ✓ | Cara Montgomery | Cara Montgomery |
| ✓ | ✓ | Vivian Moore | Vivian Moore |
| ✓ | ✓ | Vivian Moore | Vivian Moore |
| ✓ | ✓ | Desene Miller | Desene Miller |
| ✓ | ✓ | Steve Peterson | Steve Peterson |
| ✓ | ✓ | Lataha Baldwin | Lataha Baldwin |
| ✓ | ✓ | Dana Goldsmith | Dana Goldsmith |
| ✓ | ✓ | Ta-Nisha Jordan | Ta-Nisha Jordan |
| ✓ | ✓ | Ta-Nisha Jordan | Ta-Nisha Jordan |
| ✓ | ✓ | Nick Pizzaro | Nick Pizzaro |
| ✓ | ✓ | Alicia Estel | Alicia Estel |
| ✓ | ✓ | Datalia Reeser | Datalia Reeser |
| ✓ | ✓ | Datalia Reeser | Datalia Reeser |



HFH86



Meeting Agenda

Tuesday December 13, 2011 4:30pm

Topics:

- Introductions
- Working session with couriers and lab assistants to streamline pick up process
- HFML Lab Assistant Policies and Guidelines
 - Lunches and breaks *Delia, Alicia, Steve, Vivian*
 - Signing in and out, email upon arrival *- SP, P, M, P*
 - Time cards
 - Email etiquette
 - General responsibilities
 - Specimen labeling and drawing guidelines
 - Phone etiquette
 - Patient care protocol
 - Treatment of co-workers
- Cell phone use policy
- New fax cover sheet
- AutoPrint troubleshooting checklist
- HFML 24 hr urine guide
- Adding a physician and faxing to HFH main
 - Drawing and processing a non-HFMG patient at HFMG facility
 - HFML-HFMG staff instructions for filling out a rx
 - Known sample defect form
 - MIQ
- Quality measures
 - Review all of the requisitions that have been input for the day
 - Check for dx codes and tests that have been ordered
 - Spelling of names
 - Male/Female
 - Insurance verification
- Bill to account should only be used at Nursing Homes
- Ordering cultures
 - Orders for multiple cultures on a single patient must be placed with a collect date and time difference of at least 1 min apart.
 - Do not order multiple cultures on a single patient with the same collect date and time.
- Pediatric draws
- Patient results
 - We are not allowed to release results or give copies of results directly to patients.
 - The release of results to a patient is between the patient and the ordering physician.
- "Copy to"
- 2012 Forecast
 - Where we are
 - Where we want to be in 2012
 - Importance of keeping business and taking care of our Clients
- Recognitions

Fire Drill Training

Chase 7/3

Recognition

Cap John - Allan

Ciera

Deanna

Natasha

ULMC

Tawana

Angela

Denise

Sharon

Tracy

LaDonna

Marsha

Shirley

Vivian

Note

Please add this agenda to your FYI books for reference.